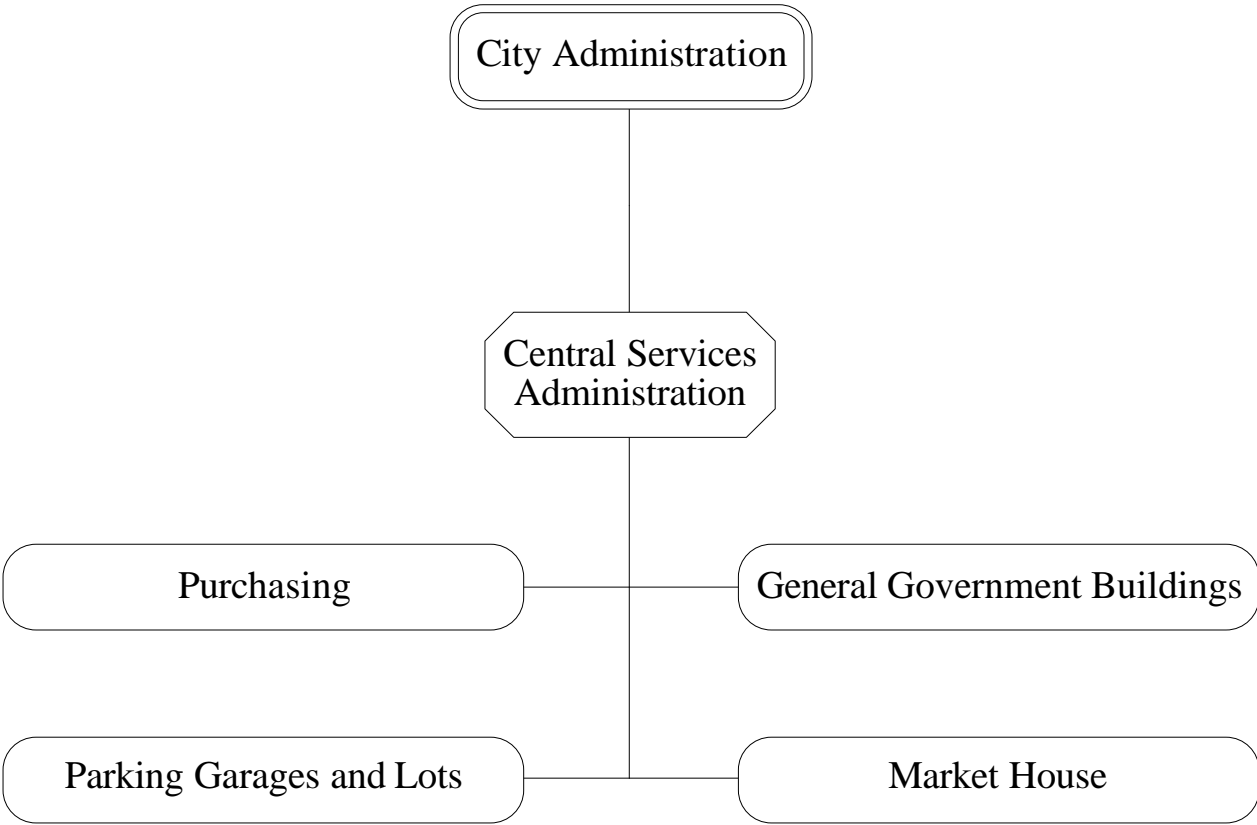


**CITY OF ANNAPOLIS**  
**Department of Central Services**

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## Department of Central Services

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### Fund Support:

General, Off Street Parking and Market Funds

### Description:

The Department of Central Services consists of the Central Services Officer, Purchasing Agent, and such other officers, staff and employees as may be provided for by the City Council.

The Central Services Officer is responsible for maintenance and oversight of all City offices, governmental buildings, and City-owned or leased

properties; maintenance of City communications systems and facilities, including, but not limited to, telephones, facsimile machines, and photocopiers; City purchasing services; property inventory records; capital budget oversight; space management and planning; City furniture and fixtures; management of the Market House and that area of City dock not otherwise under the authority of the Director of Public Works, and public off-street parking facilities.

<i><b>Budget Summary</b></i>	<i><b>FY 2003 Actual</b></i>	<i><b>FY 2004 Estimated</b></i>	<i><b>FY 2005 Proposed</b></i>	<i><b>Percent Change</b></i>
Administration	\$153,580	\$117,770	\$143,650	21.98%
Purchasing	226,320	238,750	245,590	2.86%
General Government Buildings	526,270	561,340	601,950	7.23%
Market House	57,490	80,230	75,230	-6.23%
Hillman Parking Garage	308,500	271,510	269,920	-0.59%
Gott's Court Parking Garage	274,260	242,160	248,010	2.42%
Parking Lots	33,250	144,800	148,940	2.86%
<b>Total Expenditures</b>	<b>\$1,579,670</b>	<b>\$1,656,560</b>	<b>\$1,733,290</b>	<b>4.63%</b>

## Department of Central Services Staffing Summary

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	<i><b>FY 2003 Actual</b></i>	<i><b>FY 2004 Estimated</b></i>	<i><b>FY 2005 Proposed</b></i>
	<i>Permanent</i>	<i>Permanent</i>	<i>Permanent</i>
Administration	1	1	1
Purchasing	3	3	3
General Government Buildings	1	1	1
Market House	0	0	0
Parking Garages	0	0	0
Parking Lots	0	0	0
<b>Department Total</b>	<b>5</b>	<b>5</b>	<b>5</b>

### Staffing Summary By Position - FY 2005 Permanent Positions

Total  
FTE

*Administration:*

Central Services Officer ..... 1

*Purchasing:*

Procurement Officer ..... 1

Buyer ..... 2

*General Government Building:*

Maintenance Technician ..... 1

The Department of Central Services has a part-time Market House Manager position.

## Central Services Administration

Department of Central Services

General Fund

### Description:

Responsible for the supervision of the City's buildings and grounds, Purchasing, Dock, Market House, and public off-street parking facilities.

### Services:

- Provides building operations and maintenance for all City buildings.
- To administer the operations of public off-street parking facilities.

<i>Budget Summary</i>	<i>FY 2003 Actual</i>	<i>FY 2004 Estimated</i>	<i>FY 2005 Proposed</i>	<i>Percent Change</i>
Personnel	\$122,580	\$116,620	\$142,500	22.19%
Other Operating Expenditures	31,000	1,150	1,150	0.00%
<b>Total Expenditures</b>	<b>\$153,580</b>	<b>\$117,770</b>	<b>\$143,650</b>	<b>21.98%</b>

**BUDGET REQUEST - OPERATING EXPENDITURES**

Description of Expenditures in Operating Expense Accounts for FY 2005

Department/Division Central Services AdministrationFund and Division # 110-41971

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Salaries	\$96,590	Appropriation needed as calculated on personnel detail.
Benefits	\$45,910	Retirement and Insurance benefits provided and calculated on personnel detail.
Supplies	\$360	General office and computer supplies
Utilities	\$0	
Education and Travel	\$790	Workshops; training seminars; Professional meetings
Repair and Maintenance	\$0	
Special Projects	\$0	
Leases	\$0	
Contract Services	\$0	
Capital Outlay	\$0	
Total	<u><u>\$143,650</u></u>	

## Purchasing

Department of Central Services

General Fund

### Description:

Responsible for negotiating purchase orders with various vendors and bid contracts for services and projects.

### Services:

- Provides assistance to each department in purchasing materials and supplies and services required to operate successfully.
- Purchasing and competitive bidding.

<i>Budget Summary</i>	<i>FY 2003 Actual</i>	<i>FY2004 Estimated</i>	<i>FY 2005 Proposed</i>	<i>Percent Change</i>
Personnel	\$211,570	\$218,510	\$228,350	4.50%
Other Operating Expenditures	14,750	20,240	17,240	-14.82%
<b>Total Expenditures</b>	<b>\$226,320</b>	<b>\$238,750</b>	<b>\$245,590</b>	<b>2.86%</b>

**BUDGET REQUEST - OPERATING EXPENDITURES**

Description of Expenditures in Operating Expense Accounts for FY 2005

Department/Division Central Services/Central Purchasing Fund and Division # 110-41973

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Salaries	\$174,320	Appropriation needed as calculated on personnel detail.
Benefits	\$54,030	Retirement and Insurance benefits provided and calculated on personnel detail.
Supplies	\$12,020	General office and computer supplies
Utilities	\$0	
Education and Travel	\$4,520	Milage for POV travel
Repair and Maintenance	\$700	Computer, fax, time clock and printer repairs
Special Projects	\$0	
Leases	\$0	
Contract Services	\$0	
Capital Outlay	\$0	
Total	<u><u>\$245,590</u></u>	

## General Government Buildings

Department of Central Services

General Fund

### Description:

Responsible for the supervision of the City's buildings and maintenance of all City-owned and leased facilities.

- Provides an environmentally comfortable climate for employees to perform their daily tasks.
- Protects and enhances the City's facility assets by proper preventative maintenance.

### Services:

- Provides building operations and maintenance for all City buildings.

<i>Budget Summary</i>	<i>FY 2003 Actual</i>	<i>FY 2004 Estimated</i>	<i>FY 2005 Proposed</i>	<i>Percent Change</i>
Personnel	\$70,380	\$69,090	\$69,900	1.17%
Other Operating Expenditures	455,890	492,250	532,050	8.09%
<b>Total Expenditures</b>	<b>\$526,270</b>	<b>\$561,340</b>	<b>\$601,950</b>	<b>7.23%</b>



**BUDGET REQUEST - OPERATING EXPENDITURES**

Description of Expenditures in Operating Expense Accounts for FY 2005

Department/Division Central Services/General Government Buildings Fund and Division # 110-41975

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Salaries	\$49,230	Appropriation needed as calculated on personnel detail.
Benefits	\$20,670	Retirement and Insurance benefits provided and calculated on personnel detail.
Supplies	\$12,180	Carpentry supplies, electrical supplies, Holiday greens; clothing; oil and lubricants
Utilities	\$98,800	Phone, fuel and electricity for City Hall and Annexes.
Education and Travel	\$0	
Repair and Maintenance	\$199,600	Plumbing, roof, building, HVAC, electrical repairs.
Special Projects	\$0	
Leases	\$92,050	Rent for 93 Main St and 151 West St
Contract Services	\$129,420	Janitorial, plumbing, alarm monitoring, telephone services
Capital Outlay	\$0	
Total	<u><u>\$601,950</u></u>	

## Market House

Department of Central Services

Market Fund

### Description:

The Market House, easily accessible from the City Dock, presents a variety of casual and affordable take-out food vendors to the public.

### Services:

- Oversees the rental contracts of various food vendors.
- Maintains the HVAC, electric and plumbing systems.

<i>Budget Summary</i>	<i>FY 2003 Actual</i>	<i>FY 2004 Estimated</i>	<i>FY 2005 Proposed</i>	<i>Percent Change</i>
Personnel	\$13,470	\$15,000	\$15,000	0.00%
Other Operating Expenditures	44,020	65,230	60,230	-7.67%
<b>Total Expenditures</b>	<b>\$57,490</b>	<b>\$80,230</b>	<b>\$75,230</b>	<b>-6.23%</b>

**BUDGET REQUEST - OPERATING EXPENDITURES**

Description of Expenditures in Operating Expense Accounts for FY 2005

Department/Division Central Services/Market HouseFund and Division # 625-44400

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Salaries	\$15,000	Appropriation needed as calculated on personnel detail.
Benefits	\$0	Retirement and Insurance benefits provided and calculated on personnel detail.
Supplies	\$560	Signs; display items
Utilities	\$26,500	Common area lighting; exterior lighting; Holiday tree
Education and Travel	\$0	
Repair and Maintenance	\$33,170	HVAC; electrical, plumbing, painting; health dept equip; concrete; window replacement
Special Projects	\$0	
Leases	\$0	
Contract Services	\$0	
Capital Outlay	\$0	
Total	<u><u>\$75,230</u></u>	

## Off Street Parking

Department of Central Services

Off Street Parking Fund

### Description:

Manage the municipal off-street parking facilities: Gotts Court and Hillman Garages, Donner, Fawcett, Larkin and South Street surface lots.

### Services:

- Administer the contractual agreement for management and operation of the two garages and four surface lots.

<i>Budget Summary</i>	<i>FY 2003 Actual</i>	<i>FY 2004 Estimated</i>	<i>FY 2005 Proposed</i>	<i>Percent Change</i>
Personnel	\$0	\$0	\$0	N/A
Other Operating Expenditures: Lots	33,250	144,800	148,940	2.86%
Other Operating Expenditures: Garages	582,760	513,670	517,930	0.83%
<b>Total Expenditures</b>	<b>\$616,010</b>	<b>\$658,470</b>	<b>\$666,870</b>	<b>1.28%</b>

**BUDGET REQUEST - OPERATING EXPENDITURES**

Description of Expenditures in Operating Expense Accounts for FY 2005

Department/Division Central Services/OSP - Hillman Garage Fund and Division # 623-44211

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Salaries	\$0	Appropriation needed as calculated on personnel detail.
Benefits	\$0	Retirement and Insurance benefits provided and calculated on personnel detail.
Supplies	\$850	Signs; computer supplies; paint; office supplies; plantings
Utilities	\$24,150	Lights; signs; ticket machines;
Education and Travel	\$0	
Repair and Maintenance	\$32,910	Concrete, electrical, HVAC, ticket dispensers; gates; elevators
Special Projects	\$0	
Leases	\$0	
Contract Services	\$212,010	Management contract for parking services
Capital Outlay	\$0	

Total	<u><u>\$269,920</u></u>
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**BUDGET REQUEST - OPERATING EXPENDITURES**

Description of Expenditures in Operating Expense Accounts for FY 2005

Department/Division Central Services/OSP - Gotts Garage Fund and Division # 623-44212

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Salaries	\$0	Appropriation needed as calculated on personnel detail.
Benefits	\$0	Retirement and Insurance benefits provided and calculated on personnel detail.
Supplies	\$850	Signs; computer supplies; paint; office supplies; plantings
Utilities	\$29,400	Lights; signs; ticket machines;
Education and Travel	\$0	
Repair and Maintenance	\$16,910	Concrete, electrical, HVAC, ticket dispensers; gates; elevators
Special Projects	\$0	
Leases	\$0	
Contract Services	\$200,850	Management contract for parking services
Capital Outlay	\$0	

Total	<u><u>\$248,010</u></u>
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**BUDGET REQUEST - OPERATING EXPENDITURES**

Description of Expenditures in Operating Expense Accounts for FY 2005

Department/Division Central Services/OSP - Parking Lots Fund and Division # 623-44220

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Salaries	\$0	Appropriation needed as calculated on personnel detail.
Benefits	\$0	Retirement and Insurance benefits provided and calculated on personnel detail.
Supplies	\$500	Signs; paint; plantings
Utilities	\$6,300	Lights; signs; ticket machines;
Education and Travel	\$0	
Repair and Maintenance	\$0	
Special Projects	\$0	
Leases	\$0	
Contract Services	\$142,140	Management contract for parking services
Capital Outlay	\$0	

Total	<u><u>\$148,940</u></u>
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